

Leadership Board Meeting
Working Agenda/Minutes
June 13, 2024 | 9am-12 pm
Zoom:

Meeting Values: Start/End on time; Come prepared, Read materials ahead of time; Create a safe space to offer differing opinions, Remaining open to discussions

In attendance: Co-Chairs: Julie Vo & Valerie Fong; Jon Fu, Jim Sherman, Randy Bryant, Lori Riehl, Teresa Ong, Lynn Tanner, Thomas Ray, and Jenée Crayne

LB Meeting Agenda (9:00am – 12:00pm):

General Information (9:00 – 9:10am)

Approve May Minutes Approve

Due Dates

- **June 14:** 2nd Round Funding Wk Plan
- **Jun 30:** ELL Grant Application
- **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2024-25 due in NOVA

Set Date for July Retreat (Check (NSCCC LB Planning Doc)_ (9:05–9:10:am)Tuesday July 16

Items for Discussion/Work Session #1: (9:10 - 10:00am)

De Anza Transition Vision Presentation (9:10 – 9:25am)

Update Annual Plan Activity Goals for 2024-25 (9:25–10:15a

Agency & Consortium / Annual Updates: (10:15am – 10:35pm)

Agency Updates (10:15–10:30am)

Consortium Updates (10:30am – 10::35 pm)

Break (10:35 – 10:45)

Items for Discussion/Work Session #2: (10:45am - 12pm)

Update Annual Plan Activity Goals for 2024-2 (10:45-11:45am)

- #3.1A: Articulation Projects
- #2.1B Increase Student Targeted Academic Support
- #3.1C Increase Students Access & Participation in CTE Pathways
- #3.2A Transition Services at the AS and Onboarding Support at the CC

Advisory Committee Meeting: Set Date & Discuss Invitees from Each Agency

Goals/Outcomes

1. Understand De Anza's Transition Vision
2. Set Date & Approve Invitees from each agency for the October Advisory Committee meeting
3. Update Annual Plan Activity Goals for 2024-25
4. Set Date for July retreat & Know what is on the agenda

Items for Discussion/Work (9:20am -11:30am)

De Anza's Agency Transition Vision Instructions: (9:20 – 9:30am)

1. De Anza slidedeck
2. Please meet with your agency's transition team to answer the slidedeck's questions and create the transition vision for your school:
 - Slide 3: update org chart
 - Slide 4: Please create a flowchart or visual aid that includes the following information:
 - main focus for transitions;
 - what students do you focus your transitions on;
 - system for disseminating transition information thru your agency;
 - how do you see your agency's transition vision utilizing the ideas of coordinating, cooperation, coordinating, collaborating with the consortium as a whole?
 - Slide 5: transition activities in our current annual plan– still the focus for TST?
 - Slide 6-9: Break down the activities and ask how that work gets done at each of your agencies. Can the answers to these questions fit into your agency flowchart?
 - Slide 10: 3 extra questions that have come up in TST meetings.

Please reach out to me with any questions, concerns, or additional info you think will be valuable for the LB.

Refer to transition documents:

ESL Credit/Noncredit/CASAS Alignment 2022-23

NSCCC ESL Core Course Comparison SPSH graphic
ESL Sequences at FH-DA-1

Advisory Committee Meeting: Set Date & Discuss Invitees from Each Agency

- October Date:
- #1.1A: Collaborate with local WIB & Stakeholders (Director/LB)
- **Spreadsheet to add Invitees (internal & external stakeholders)** [Note: the spreadsheet is accessible to anyone with the link to edit so it can be distributed as needed to transition team members to add folks, etc. -LR]
 - PAAS
 - MVLA -
 - FUHSD
 - De Anza
 - Foothill

Update Annual Plan Activity Goals for 2024-25

Session #1: (9:45–10am)

- #2.1B Increase Student Targeted Academic Support
- #3.1C Increase Students Access & Participation in CTE Pathways
- #3.2A Transition Services at the AS and Onboarding Support at the CC

Session #2: (10:45am–12pm)

- #2.1B Increase Student Targeted Academic Support
- #3.1C Increase Students Access & Participation in CTE Pathways
- #3.2A Transition Services at the AS and Onboarding Support at the CC

Resources

Annual Plan Working Doc LB Meeting 6/13

TST: New Model of Consortium Work

Degrees of Consortium Partnership

(faculty, staff, and admin at each agency add to this table)

cooperation	coordination	collaboration
● Low Intensity	● Medium Intensity	● High Intensity

<ul style="list-style-type: none"> • Share Info only about subject at hand • Resources are kept separate 	<ul style="list-style-type: none"> • Some planning and division of roles • Resources & rewards are shared 	<ul style="list-style-type: none"> • Full commitment to a common mission • Well-defined communication channels at all levels • Resources are brought together, jointly secured, and rewards & results are shared
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Activities of Engagement

Sharing info on agency opportunities	Calendaring transition activities across agencies	PAAS Med English Students enrolling into MVLA's CNA program at no cost)
	Referring students between agencies (ex: PAAS to MVLA/FUHSD GED/HSD Programs)	Sharing the ELL grant funds

Agency Updates: (10:00-10:15pm)

3 min each

De Anza

- Reimbursement for ELL-Health care pathway Update- check received?
- Med lab Tech / Assistant going non-credit- (fall 25')
- Should be able to turn courses to non-credit in 6 months
- Katrina new position- looking for new assistant
- Randy count down 433
- Christian & Felesa are now only adult ed counselors
- 100 FTS for non-credit esl

Foothill

- NCEL403 A
 - 7/1 - 7/26, TWTh, 5pm - 8:05pm, online zoom
 - NCEL403B: 8/5 - 8/30, TWTh, 5pm - 8:05pm, online zoom
- New ESL Classes- any updates?
 - ESL for Food Service workers - (Fall 24) NCEL 470 & 471
 - ESL for Job Searching (Spring 24) NCEL480
 - ESL for Customer Services (Summer 2025); writing it now

- General ESL for Healthcare (Summer 2025) writing it now
- *MVLA Feedback- interested in ESL for professional skills (office)*

FUHSD

- Looking for ESL teachers (evening)
- Starting new ESL test in June
- Graduation June 18
- Summer session begins June 10; 2 beginning level ESL classes running; “double cohort” of CNA with support from district for HS students.
 - Hired a new CNA teacher. Hiring new language coaches for Med Interpreter.

MVLA

- Sharing Happy News! <https://www.facebook.com/MVLAAdultSchool/>
Graduation June 5, 2024 - Our largest graduating class since pandemic
- 2 Scholarship recipients will attend FHC (Film and Electrician Apprenticeship) and 1 mMay attend De Anza's nursing program
- CDPH approved renewal of CNA, HHA and CEU programs until 2026
- Exploring new partnership with PAAS
- New IET Word pilot to transition into MOA and MA
- Current vacancies - in need of PT 0.5 CTE externship Liaison, 12 hr per week ESL Intermediate-Low teacher (night), 0.5 FTE Advanced ESL Day, Advanced ESL (IET) teacher for Word (2 nights/week) 6 hr/wk, CalWORKs site rep(0.75), 0.5 ESL Coordinator
- ESL testing for Fall
- ELL GRANT: Updates
 - Spring Cohort
 - Fall Cohort
 - 9/9/2024 - 12/19/2024
 - Monday to Thursday, 9am - 12pm
 - Orientation Dates
 - Friday, June 21, 9:00 - 11:30AM
 - Friday, July 19, 9:00 - 11:30AM
 - Friday, August 16, 9:00 - 11:30AM
 - Friday, August 23, 9:00 - 11:30AM
 - Flyer Link (has all information needed, including registration)
- Summer Session starts 6/10 - will offer CNA day for transitioning IET students, ECT updates
- Planning to offer MS Word for Advanced ESL VESL or IET in fall evening
 - Can this link to Foothill's Google Suites? Can this be offered again?

(Foothill has non-credit class based on Google Office Suite programs, online twice a week)

Palo Alto

- ELL GRANT UPDATES:
 - Instructor identified for ESL Med English class to start Fall 2024; need 2nd instructor, 5 hours/week
 - ESL Med Eng class further defined: 60 hours w/COAAPS
 - Summer curriculum development for class
- No summer ESL at PAAS

Consortium / Updates (10:15am–10:30pm)

Consortium Updates (11:45 – 11:50am)

- Upcoming Trainings
- Conferences:
 - CASAS Institute
- Teaching Credential Check In:
 - Are we holding teachers to the 3 yr teaching guideline?
- Legislation
 - CAEAA Maxims/Position on LAO's Funding Report (note: changing model for CAEP funds in the works for future - state budget not strong at the moment) - hard to determine which maxims important as each school will have different perspective
 - CAEAA created a calculator to show where agencies/consortias' funding would be now if the LAO's recommendations were passed by the State.
 - Interactive Formula Directions
 - video
 - End of Year Adult Ed Legislation
- Finishing Your Diploma Campaign Toolkit